

Composition and Operation of the California Biodiversity Council's Executive Committee

Adopted 11/15/2001

Background

On December 9, 1994, the California Biodiversity Council approved the establishment of the CBC Executive Committee. The Committee is comprised of Council members or their senior-level representatives from at least nine of the Council's signatories and is authorized to conduct administrative business, recommend policy, and perform other duties as assigned by the Council.

At a minimum, the composition of the Executive Committee consists of representatives from the following:

- One from the Resources Agency;
- Two from State agencies;
- Two from Federal agencies;
- Two from local government; and,
- Two from at-large

In addition, any other Council member or their senior-level representatives may attend meetings or become a member of the Executive Committee by requesting membership from the Chair.

Terms of Committee Members

Council members who do not participate themselves will be encouraged to provide senior-level executives from their agencies *for* the Executive Committee. No term-limits will be imposed.

Designation of New Executive Committee Members and the Committee Chair

At the first regular meeting of the CBC each calendar year, the Executive Committee will present nominations for vacant designated Committee seats to the Chair of the Council. The Chair will act on these nominations and the newly appointed members will join the Committee at their first meeting immediately following their appointment.

The Chair of the Executive Committee will be selected by the Committee for a term not to exceed one year and may be reappointed for as many terms as desired by the committee members. The Chair will be selected at the first meeting of the Committee each calendar year. Duties will include scheduling and conducting Committee meetings, assuring a record of the meetings is maintained and distributed to the full Council, and meeting regularly with the Staff Committee.

Duties of the Executive Committee

Specific duties of the Executive Committee are as follows:

- Oversee follow-up actions and programs that result from discussions by the Council and develop strategies for assuring their actions.
- Address the financial operating requirements of the California Biodiversity Council. Determine actual operating costs, review and prioritize projects proposed for the upcoming fiscal year, and work with member agencies to secure funding for the Council's operation.
- Oversee all other previously established sub-committees. These include those of the Science Coordinating Committee, the Editorial Board, as well as the Staff Committee.
- Discuss short and long-term strategies for more effectively implementing the Biodiversity Agreement.
- Discuss potential locations and topics for quarterly regional/statewide Council meetings. Provide staff assistance for these meetings as necessary. Discussion will take place in the early stages of planning so as to have the greatest impact.

Number of Meetings

The Executive Committee will meet at least four times a year and may meet soon after regularly-scheduled Council meetings to review and discuss direction from the Council.